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Policies and Procedures Minutes 01/11/2012

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room – January 11, 2012 – 5:30p.m.

APPROVED Minutes

In Attendance:

Subcommittee Members: Judson L. Pierce-Chair

Jeffrey Thielman

Joseph Curro

School Committee Member: Bill Hayner

Administration: Superintendent Kathleen Bodie(exited the meeting at 6:00p.m.), Human Resources Director Robert Spiegel, Head Nurse Lucille Nicholson

A motion to approve the subcommittee minutes of 12/22/11 with one edit made by Mr. Thielman, seconded by Mr. Curro, passed unanimously.

Mr. Hayner spoke during public participation regarding our policies on public request for documents and news releases. The subcommittee reviewed and discussed his proposed policy language. Dr. Bodie informed the subcommittee that the administration adheres to state law and keeps a record of all requests and the business office issues a letter of what it would cost to produce the documentation. Mr. Hayner suggested that some are charged for information and others are not. Dr. Bodie asserted that some requests constitute a great deal of work in accessing the information and copying. Mr. Hayner suggested that the custodian be the Secretary to the School Committee and the Superintendent or her designee for the administration and any and all other documentation. Mr. Hayner will further review, research and get back to the subcommittee with further changes.

The subcommittee discussed the regulations/protocol which corresponds with the newly adopted policy on head injuries, File JLCF. Mr. Curro moved that the subcommittee recommend to the full school committee for first read the regulations be included in the policy book as JLCF-R, and the five head injury forms be included in the policy book as JLCF-E. Seconded by Mr. Thielman. There was discussion of this motion. Nurse Nicholson informed the subcommittee that the Department of Public Health has advised this, that the regulations will also be in the school handbook, and that the five head injury forms would be exhibits. Nurse Nicholson will provide the subcommittee and full School Committee with the form for students who have head injuries who are non-athletes. Motion Passed unanimously.

Mr. Thielman moved to recommend to the full School Committee adoption of Policy JLCDD concerning defibrillators. Suggested by the American Red Cross. Mr. Curro seconded. Motion passed unanimously.

The subcommittee further reviewed policies that had their first read at the last School Committee meeting and which are up for second read. A motion was made by Mr. Curro to recommend the changes that were suggested by the School Committee to File BDFB. Mr. Pierce seconded. Motion passed unanimously. Mr. Thielman moved to recommend the slight changes to BDEA and BDF, seconded by Mr. Pierce. Motion passed unanimously.

In other business, the subcommittee asked Mr. Hayner and Mr. Spiegel to work on revisions to File HE/HF including but not limited to information about contracts that are coming up and report back at a future meeting.

Tentative next meeting date/time: January 25, 2012 7:30am. The subcommittee will tackle HE/HF concerning School Committee Negotiating Agents as well as other business.

Mr. Pierce moved to adjourn at 6:35p.m., seconded by Mr. Thielman. Motion passed unanimously.